

**State of Alaska**  
**Department of Labor and Workforce Development**

**Division:** Employment and Training Services

**Policy:** 07-507

**Subject:** Grant Award and Appeal

**Pages:** 2

**Reference:** [8 AAC 86.100-130 Alaska Technical and Vocational Education Program](#); [8 AAC 87.70-85 State Employment Training Program](#); [8 AAC 99.200 Adult Basic Education Grants](#); [Workforce Innovation and Opportunity Act, Public Law 113-128](#)

**Effective:** 2/3/2016

**Approved:**



Mike Andrews, Director

2/3/16  
Date

**1. Parties Affected**

This policy applies to grant recipients that receive public funds through the Division of Employment and Training Services (DETS).

**2. Background**

The Commissioner of the Department of Labor and Workforce Development, with recommendations from the Alaska Workforce Investment Board (AWIB), grants state and federal funds to organizations for workforce development activities as outlined in the applicable programs laws, policies and regulations. These grant awards are administered by DETS.

**3. Policy**

Both competitive grant awards and non-competitive grant awards are administered through DETS.

**Competitive Grant Awards**

Competitive grant awards are issued through a solicitation process in accordance with the programs' granting authority and other relevant grant requirements, policies and regulations.

### **Non-competitive Grant Awards**

A non-competitive grant award, or designated award, does not follow the solicitation process. Non-competitive awards may be issued in accordance with its granting authority and funding requirements when one or more of the following conditions exists:

- a) there is an emergency situation which requires an immediate response that cannot wait for the results of a competitive solicitation;
- b) there is only one entity, such as an industry consortium, that provides the required grant activities and the entity is clearly and uniquely qualified to provide the requested grant activities; and, if applicable, the entity has met or exceeded performance goals with similar projects in the past; or
- c) at the discretion of the Commissioner.

### **4. Appeals**

Grant applicants may file a written request for reconsideration of the commissioner's decision within ten working days following the issuance of the Notices of Intent to Award or Denial. If a request for reconsideration is not filed within ten working days from the Notice of Intent to Award or Denial, the commissioner's decision is final.

A request for reconsideration must contain the following information:

1. the applicant's name along with the authorized representative's name, address and contact information; and
2. the specific reasons why the award decision should be reversed.

If the commissioner grants the request for reconsideration, the grant recipient will be advised of the decision and contacted to negotiate the terms of an award.

If the commissioner does not issue a written decision on or before the 10<sup>th</sup> working day after a request for reconsideration is received, the request is considered denied. The commissioner's decision is the final determination of the department.

### **5. Definitions**

- a) **Appeal** is defined as a request for reconsideration of a decision.
- b) **Commissioner** means the Commissioner of the Alaska Department of Labor and Workforce Development (DOLWD).
- c) **Grant Agreement** includes all of the documents included in the agreement between DETS and a grant recipient.
- d) **Grant Recipient** is the organization or entity specified in a grant agreement to receive grant funds for the purpose of implementing the proposed project.
- e) **Working Day** means a day other than Saturday, Sunday or a state holiday.